

Hot Work

- The definition of **hot work** is any temporary or permanent work involving open-flame, producing hot surfaces, and/or generating sparks or molten material of sufficient energy to ignite combustible and/or flammable materials. (i.e. torch-applied roofing, brazing, soldering, arc and torch welding, cutting, grinding.)
- Prior to conducting hot work, thoroughly explore **alternative** more inherently safe methods to accomplish the task.
- Hot work conducted outside of designated, fixed, safe hot work areas should be managed using the **FM Global Hot Work Permit System** (or equivalent).
- **Records** of completed hot work permits on file for review.



Reference: FM Global Data Sheet 10-3: *Hot Work Management*

Flood Emergency Response Plan

- All sites identified as flood exposed by FM Global should have a written **flood emergency response plan (FERP)**. This pertains to sites exposed to flooding from a body of water (rivers, streams, oceans, bays, lakes, canals, etc.) overflowing their normal boundaries or as the result of storm water runoff.
- It should include the following basic components:
 - A reliable flood warning method
 - A person who has the authority to activate the plan
 - A clear list of responsibilities for the key leaders
 - Proper de-energization and shutdown procedures
 - Actions to reduce the damage by using available resources and staff
 - A recovery and cleanup plan
- In addition to a written FERP, sites exposed to flooding from a body of water or storm water runoff should thoroughly explore implementation of **physical flood solutions** that can permanently reduce expected property damage and subsequent business interruption.
- **Training** should be provided for the flood emergency response team at least annually.

Reference: FM Global Data Sheet 1-40: *Flood*

The Commonwealth of Kentucky

Human Element Policies



The primary purpose of this document is to communicate the minimum human element requirements that should be implemented at every Commonwealth of Kentucky location. This document is not intended to be an all-encompassing list of every human element program, but those fundamental programs that have proven to reduce loss frequency the most. Please note that it is acceptable for facilities to go above and beyond these minimum requirements.

Fire Protection Supervision

Records for valve inspections and pump testing should be kept on file for review.

Sprinkler Control Valves

- All valves larger than 1.5-in. or those controlling more than five sprinklers should be **locked** in the fully open position with non-breakable locks and chains.
- **Weekly:** Visually inspect all fire sprinkler control valves to ensure they are fully open and locked.
- **Monthly:** All post indicator valves (PIV's), wall post indicator valves (WPIV's), curb box (buried) valves and non-rising stem gate valves should be physically tried for the fully open position.

Fire Pumps

- **Weekly:** test start all pumps via automatic pressure drop or water flow. Diesel pumps should run for 30 mins, electrical for 10 mins.
- **Annually:** Full flow tests should be performed on all fire pumps.

**Do not isolate pumps from the fire protection system during weekly/annual testing*

Reference: FM Global Data Sheet 2-81: *Fire Protection System Inspection, Testing and Maintenance*

Fire Protection System Impairment Handling

- The definition of an **impairment** is the planned or unplanned shutdown of a fire protection system.
- The **FM Global Red Tag Permit System** should be utilized to monitor all impairments to fire protection systems (water supplies, sprinklers, fire pumps or special protection such as clean agent fire extinguishing systems) regardless of the reason for, or intended duration of the impairment.
- FM Global can be notified of impairments via:
Phone: 888-216-9330
Fax: 888-216-9333
Email: ENGclevelandCustomerServiceDesk@FMGlobal.com
Online: (www.fmglobal.com/redetag).
Records should be kept on file for review.



Fire Emergency Response Planning

- A written emergency response plan should include (at a minimum) the following **positions** that are critical to ensuring property loss and business interruption is minimized as much as possible. Please note that these tasks should only be performed if it is safe to do so:
 - Person-In-Charge
 - Notifier
 - Sprinkler Control Valve Operator
 - Fire Pump Operator (if applicable)
 - Firefighting Teams (Industrial Fire Brigade or Incipient Stage)
 - Mechanic
 - Electrician
 - Salvage Team
 - Security / Watch Service Personnel
- **Training** should be provided for emergency response team at least annually.

Reference: FM Global Data Sheet 10-2: *Emergency Response*